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Glendale, Arizona 85308-8692
(602) 542-1525

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Mesa, Arizona 85202-6483
(602) 542-1525

400 West Congress, Ste 212
Tucson, Arizona 85701-1311
(602) 542-1525



APPLICATION INSTRUCTIONS

800 W. Washington, 6th Floor
Phoenix, Arizona 85007-2940
(602) 542-1525
(888) 271-9286 TOLL FREE
(602) 542-1588 TDD

FIELD OFFICES

Flagstaff	928-526-2325
Kingman	928-753-4220
Lake Havasu City	928-855-2144
Prescott	928-445-5710
Show Low	928-537-8842
Sierra Vista	520-459-5119
Yuma	928-344-6990

Visit our website at:
<http://www.azroc.gov/>

Check the following as you complete your application. **Incomplete applications may result in your application being rejected.**

- ☐ 1. All testing requirements must be completed before submitting your application. Refer to the "**LICENSE CLASSIFICATION REQUIREMENTS**" form to determine the experience and testing requirements. Refer to "**CANDIDATE INFORMATION BULLETIN**" for registration and scheduling examination(s). Your original examination score report must be submitted with the license application. Copies will not be accepted. **ANY ALTERATION OF THE EXAMINATION SCORE REPORT VOIDS ALL TEST RESULTS.**
- ☐ 2. The last page of the application must be signed, by the required persons.
- ☐ 3. The **QUALIFYING PARTY** must complete the Experience Record Forms.
- ☐ 4. **All License fees and Recovery Fund fees (if applicable) must be included with the application.** (See the schedule on the reverse side for amounts.)
- ☐ 5. A license bond must be provided with the license application. The **amount of the bond** required depends upon the classification of license and your anticipated gross volume of business. Any of the following forms may be acceptable:
 - a. **Surety Bond** - form and instructions are enclosed.
 - b. ***Cash Bond** - must be a cashier's check, money order or certified check payable to the Registrar of Contractors. **Cash bonds** do not earn interest. (Do not combine the license fees and the cash bond. Submit separate checks for each.)
 - c. ***Certificate of Deposit** - request forms and instructions from us. Interest earned by a **certificate of deposit** is paid directly to the contractor by the issuer.

*A cash bond or certificate of deposit cannot be withdrawn for **two years** if replaced by another form of bond or after cancellation of the license.

- ☐ 6. In addition to a license bond, if the license classification includes residential work, you must do one of the following:
 - a. Participate in the **CONTRACTOR'S RECOVERY FUND** by paying the appropriate fee
 - OR
 - b. Post a consumer bond for \$200,000.00. Forms and instructions are available upon request.

OVER

- ☐ 7. Your Arizona Transaction Privilege Tax Number must be included with the license application. (See enclosed information for obtaining a number.)
- ☐ 8. **FEE AND BOND:** The fees listed are for 2 years pursuant to A.R.S. 32-1126, 32-1132(B) and 32-1134.01.

COMMERCIAL CLASSIFICATIONS	LICENSE APPLICATION FEE	LICENSE BOND AMOUNTS	CONSUMER PROTECTION	
			RECOVERY FUND FEE	CONSUMER or BOND AMOUNT
Each A- & B- Classification	\$890.00	\$5,000.00 to \$90,000.00	NONE	NONE
Each L-Specialty Classification	\$645.00	\$2,500.00 to \$45,000.00	NONE	NONE
RESIDENTIAL CLASSIFICATIONS	Note: A Residential license fee is the total of the application fee and the consumer protection option			
Each B, B-3, B-4, B-4R, B-5, B-6, B-10 and B-5R Classification	\$445.00	\$5,000.00 to \$15,000.00	\$450.00	or \$200,000.00
Each C, and C'R Classification	\$320.00	\$1,000.00 to \$7,500.00	\$450.00	or \$200,000.00
DUAL CLASSIFICATIONS	Note: A Dual license fee is the total of the application fee and the consumer protection option			
Each KA, KB, KE & KO Classification	\$1,105.00	\$10,000.00 to \$105,000.00	\$450.00	or \$200,000.00
Each K-Specialty Classification	\$815.00	\$3,500.00 to \$52,500.00	\$450.00	or \$200,000.00
If you now hold multiple licenses and are applying for the equivalent dual license(s), refer to our statutes and rules booklet for fee information or call us at the number listed below.				

NOTE: PRIOR to submitting your application, you may reserve the name you have chosen for your company. To do this, submit a written request, which **must include your address of record and the license classification of the company** for which the name is being reserved. If the name is available, a reservation will be confirmed to you in writing and held for a maximum of 90 days from the date the request is approved. There is no charge for this service. Do not have any company documents prepared using a name until you have applied for a license and received confirmation that the application has been approved.

For further information, contact the License Department at (602) 542-1525.